



United States Bankruptcy Court for the Northern District of Iowa

NOTICE OF POSITION VACANCY

Position:	Director of Information Technology (2008-01CR)	Starting Grade:	CL 30 \$73,419-\$119,325
Location:	Cedar Rapids, Iowa	Closing Date:	Open Until Filled First Review: 10/6/08

General Information

The United States Bankruptcy Court for the Northern District of Iowa is recruiting for the position of Director of Information Technology. This position is located in the Bankruptcy Clerk's Office and reports directly to the court unit executive. The incumbent is responsible for the introduction, application, operations, coordination, maintenance and integration of automated systems within the Bankruptcy Court. Occasional overnight travel to the divisional office in Sioux City is required, along with attendance at training classes and workshops.

The Position

The Director of Information Technology will perform or be responsible for the following duties:

- Supervises and leads a staff comprised of technical professionals. Assigns and approves work; establishes performance standards and operating procedures; evaluates performance and provides administrative oversight.
- Directs and monitors the development, installation and maintenance of mission-critical applications used by the Court.
- Responds to requests by judges and their staff and clerk's office staff for specific system features or applications to address court needs. Oversees and participates in the analysis, implementation, operation, modification, and support of nationally supported automated systems and local systems developments and enhancement efforts to meet court automation requirements.

- Sets and achieves short- and long-range goals, develops project plans, defines needs and develops alternatives. Advises court unit executive in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.
- Develops fiscal year procurement plans and justification for automation hardware and software, including data processing, office automation and voice and data communications; prepares bid specifications, conducts technical bid reviews, and recommends bid awards - consistent with all applicable procurement requirements.
- Develops a strategic information technology improvement plan for the Court that ensures the implementation of innovations with minimum disruption to internal and external Court users.
- Recommends standard operating policies and procedures to the court unit executive on matters relating to the introduction, use and support of information technology and database management; administers approved policies and procedures.
- Develops, implements and maintains technical and user documentation for all systems, including those locally developed.
- Establishes and implements security systems to protect systems and data.
- Serves as the primary liaison with Information Technology personnel in the Administrative Office of the United States Courts, the Federal Judicial Center, other courts, vendors, the General Service Administration and others in the automation community.
- Manages the design and production of recurring and special management reports using systems capabilities, including standard statistical reports required by the Administrative Office, regular local management reports and special management reports upon request.
- Manages public access to court-based information systems including electronic case filing.
- Directs the audit and evaluation of automated systems and existing software application to determine use, performance, response times, adequacy, quality and available capacities.
- Supervises and directs systems maintenance activities. Develops and supervises an automated systems continuity of operations plan in the event of major systems failure.
- Develops a cooperative work environment among a diverse group of judicial and managerial personnel and others.

Qualification Standards

Required: Candidates must (1) be U.S. citizens or eligible to work in the United States; (2) have a bachelor's degree in computer science or related field and at least five years management experience which has provided an opportunity to deal with a diverse group of persons in a work relationship; (3) possess the ability to exercise mature judgment; (4) have a thorough knowledge of the basic concepts, principles and theories of management; (5) have demonstrated ability to manage automated systems in a medium size organization and (6) be familiar with procurement regulations and Federal Appropriations Law.

Preferred: A Master's degree in public, business, or judicial administration. Thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design and data communications; ability to troubleshoot and problem solve. Experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs. General aptitude to learn new operating system languages and applications. Skill in training non-automation personnel in automation techniques and processes. Knowledge of the functions and processes of the court. Ability to conduct research of all available services and provide proposed solutions; isolate and take corrective actions to applications software and hardware problems. Skill at applying existing or new principles in difficult, challenging or doubtful situations.

Technical Qualifications: Extensive knowledge of software Life Cycle Management to include software testing method, practices and preventive maintenance activities. Knowledge of sophisticated structured programming methods, practices and applications sufficient to extract and format data in INFORMIX and SQL relational database management system environment. Knowledge of LINUX operating system and INFORMIX compliant relational database management system. Knowledgeable in web design. Familiar with the workings of LAN/WAN configurations as well as routers, hubs and switches.

Additional Preferences:

- To qualify for this position a person should demonstrate that s/he possesses:
- Experience in integrating and consolidating disparate systems and automation architectures;
- Experience with preparing and administering budgets and spending plans for IT operations;
- Ability to develop automation staff to their full potential, assuring they get the necessary training and leadership.
- Experience in setting up and supporting telework employees.
- Proven ability to successfully manage large projects with strong organizational skills;
- Excellent communication and interpersonal skills; and
- Unquestioned integrity with a positive "can do" attitude.

Selection Process

The most qualified applicants will be invited to one (or more) personal interviews with the Court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

Candidates progressing beyond the initial interview phase may be tested for eligibility.

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

In addition, the incumbent must satisfactorily complete a six (6) month probationary period.

Benefits

Benefits include paid vacations and sick leave, health benefits, life insurance, and disability insurance, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

Procedures for Applying

To be assured consideration for this position, please submit the following:

- **Application for Judicial Branch Federal Employment**
(Link to this document is found on the court's web site at www.ianb.uscourts.gov)
- **Cover letter and Resume** (include announcement number)
- **References**

Documents must be sent in PDF format to: hr@ianb.uscourts.gov

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.